

2 June 2025

Revision 1

To: Open Invitation to Bid

Re: Calfee Community & Cultural Center – Historic Renovation – Phase II
1 Corbin-Harmon Drive, Town of Pulaski, Virginia
Balzer Project No. 23220008.01 / R0062929.00

You are invited to submit a Bid for Phase II of an historic renovation/remodel of the former Calfee Training School property located at 1 Corbin-Harmon Drive, Town of Pulaski, Virginia

Calfee Training School in the town of Pulaski, Virginia, was built 1938-39 with funding from the Public Works Administration as an elementary school for Black students during the segregation era. The school was built as a one-story brick building with eight classrooms and an auditorium. The school was enlarged in 1951 with a small addition for the kitchen and cafeteria at the rear northwest corner. The original “T”- shaped building consists of a central entrance pavilion flanked by projecting end pavilions and a linear rear wing with two separate sections connected by a small hyphen. The building is faced in brick veneer, laid in Flemish variant bond, and features gable and hipped roofs. Its balanced façade reflects the Colonial Revival style, comprising a center pavilion with a recessed entrance featuring a Classical pediment and flanked by large banks of double-hung windows and projecting end pavilions. The interior design and details are functional and demonstrate how the building was adapted over time to meet the community’s changing needs. The building functioned as an elementary school for Black students until 1966, when Pulaski County public schools integrated. Since integration, the building has served as a desegregated kindergarten, the Pulaski County Child Development Center, and as corporate offices. In 1990, the building was renovated as offices for the Magnox Corporation. Phase I of construction work was completed in December 2024 which included completion of a childcare facility with 3 classrooms, offices, support facilities, and a warming kitchen. Construction documents from this phase are included in the bid package documents. Please note that some changes were made in the field but are not anticipated to affect work for Phase II.

The Calfee Training School is individually listed on the National Register of Historic Places with a Period of Significance of 1938 - 1966. The 2.66-acre site includes a 1981 pump station which is non-contributing.

Renovations under Phase II will be made to the building as part of this Federal and State historic tax credit project and federal funding sources (including Appalachian Regional Commission (ARC) and National Park Service (NPS) Grants) to continue the renovation of the existing building into a community and cultural center.

Both grants carry Labor Compliance and will be executed under two separate contracts with the Town of Pulaski as the Grantor. The scope of work under each grant/contract shall be as follows:

1. Appalachian Regional Commission (ARC) Grant
 - a. Kitchen Addition/Expansion
2. National Park Service Grant
 - a. All exterior improvements to the existing building
 - b. Site improvements

Sealed bids for the construction including renovations & additions and site work of the existing facility will be received by a representative of the Town of Pulaski, at the office of the Town Engineer, 42 1st Street, NW, Pulaski, Virginia 24301, until 2:30pm local time on **Wednesday, 2** July 2025, at which time the Bids received will be publicly opened and read in the Pulaski Town Council Chambers located on the first floor of the same building. Bids received after this time will not be accepted. Only Bids submitted on the Bid Form provided, with all spaces filled in, will be considered. Bidders may supplement the Bid form as appropriate.

Construction Documents

Bid package will be available as of **Sunday, 1 June 2025**, by download, free of charge, at:

- <http://www.pulaskitown.org/bids-and-rfps/> or,
<https://balzer.filegenius.com/downloadPublic/3a9e5z6blt4p2kb>

Bid documents also may be examined at the office of the Town Engineer, 42 1st Street, NW, Pulaski, Virginia 24301. Physical copies of the Construction Documents will not be provided to each Bidder. Contact A. Ryan Watson, Architect with any questions regarding obtaining bid documents at ryan.watson@westwoodps.com or 540-381-4290

The complete list of Construction Documents consists of the following:

1. Invitation to Bid dated 1 June 2025.
2. Pre-Bid Questions Form.
3. Bid Form.
4. Construction Documents
 - a. Phase II Building Construction Drawings dated 04/22/2025 by Balzer & Associates, Inc.
 - b. Civil Construction Drawings by Balzer & Associates, Inc comprehensive full site development dated 02/09/2023 with revision 1 dated 04/27/2023 & Mark up of associated work for Phase II.
 - c. ESC Narrative Calfee-Pulaski by Balzer & Associates, Inc.
 - d. Flood Study Report by Balzer & Associates Inc.
5. Sample AIA Document A102-2017.
6. Sample AIA Document A201-2017.

Additional Information

- Federal Construction Contract Inserts and Wage Decision.
- State Historic Rehabilitation Tax Credit Program Historical Presentation Certificate State Applications, Amendments, and Approvals.
- Phase 1 Environmental Site Assessment (by Draper Aden Associates).
- Structural Building Assessment (by Draper Aden Associates).
- Preliminary Architectural Report by Thompson & Litton.
- Hazardous Materials Inspection Report by HDH Technical, Inc.

Mandatory Pre-Bid Conference

A Mandatory Pre-Bid Conference will be held in the Pulaski Town Council Chambers located at 42 1st St SE, Pulaski, Virginia 24301 on **Thursday, 12 June 2025 at 2:30 p.m.**, local prevailing time, to answer questions, explain any items requiring further clarification, and participate in a site/facility visit/walkthrough at 1 Corbin-Harmon Drive, Town of Pulaski, Virginia. Attendance to discussion/presentation and site/facility walkthrough are part of the Mandatory Pre-Bid Conference. All General Contractors interested in the project are required to attend. Bids will only be accepted from prime bidders represented on the Mandatory Prebid Meeting sign-in sheet. Additional information may be provided to each Bidder present at the Owner's discretion.

Agenda: Mandatory Prebid meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:

- Procurement and Contracting Requirements: Bid Form and Attachments; Bid Submittal Requirements.
- Communication during Bidding Period: Bidder's Requests for Information; Addenda.
- Contracting Requirements: Other Owner requirements.
- Construction Documents: Alternates, Allowances, and Unit Prices; Substitutions following award.
- Davis-Bacon - certified payroll.
- Schedule: Project Schedule; Contract Time; Liquidated Damages; Other Bidder Questions.
- Site/facility visit/ walkthrough.

Minutes: Entity responsible for conducting meeting (Balzer & Associates) will record and distribute meeting minutes to attendees. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.

Sign-in Sheet: Minutes will include list of meeting attendees.

Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and shall be signed. Erasures or other changes in a Bid must be explained or noted with the signature of the Bidder. Bids containing any condition, omissions, unexplained erasures, alterations or items not called for in the Invitation, or irregularities of any kind, may be rejected by the Owner as being incomplete.

Break-Out Pricing Bid Supplement: Subcontractors, Suppliers, and Manufacturers List Bid Supplement:

Provide detailed cost breakdowns on forms provided no later than two business days following Architect's request. Provide list of major subcontractors, suppliers, and manufacturers furnishing or installing products on forms provided no later than two business days following Architect's request. Include those subcontractors, suppliers, and manufacturers providing work totaling three percent or more of the Bid amount. Do not change subcontractors, suppliers, and manufacturers from those submitted without approval of Architect.

Construction is intended to proceed with the scope of work information listed below. A bid shall be provided for the proposed work. Bids shall be provided for the cost and construction schedule/period of the bid and for the total cost and construction/period for all work listed to be completed in the construction phase. As the building construction is approached in phases, a portion of the building will be occupied during all or a portion of the time of this phase of construction work.

The construction bid estimate shall include building exterior, site work, commercial kitchen and removal of existing storage loft.

1. Building exterior including but not limited to hazardous material abatement as identified in the inspection report, refinish/replace existing metal roofs, new membrane roofs, brick repair, windowsill repair/replacement, encapsulate existing roof ventilation, replacement of exterior windows and doors not previously replaced during Phase I construction; and repaired/refurbished & replacement of glazing of existing windows at existing kitchen and auditorium, repair/refinish/replace exterior trim, new gutters, new downspouts, etc., and new exterior doors & storefront.
2. Site work including but not limited to overall site grading & site work; storm water with connections to roof drainage; main parking lot repaving, expansion, etc.; landscaping & erosion control; site furnishings; dumpster & dumpster enclosure; Site Lighting, etc. (by AEP; G.C. to Coordinate)
3. Commercial Kitchen which shall include but not limited to kitchen renovation & kitchen expansion; kitchen equipment, new north ramp, walk-in cooler/freezer; associated mechanical, plumbing & electrical; associated new exterior windows & doors; and existing windows to be repair/refurbish with new glazing.
4. Demolition work to be performed at future Auditorium/Stage Rehabilitation which shall include removal existing storage loft.

Award and Contract

Unless cancelled or rejected, the lowest responsive Bid from the responsible Bidder shall be accepted as submitted based on evaluations of cost, schedule and qualifications. In the event that bid amounts exceed funding available, the Property Developer may negotiate with lowest responsible bidder to proceed with construction. The Property Developer's desired method of awarding the project is based on a Lump Sum Fixed Fee for the Work. The preferred method of contract shall be the AIA Document A102-2017 "Standard Form of Agreement Between the Property Developer and Contractor where the basis of payment is a Lump Sum Fixed Fee." The preferred method of contract shall also include the AIA Document A201-2017 "General Conditions of the Contract for Construction."

Schedule

Each submitted Bid shall include a proposed construction schedule indicating the estimated total number of days from obtaining the Land Disturbance permit to close-out of the Building Permit for the base bid, each add individually and for the full scope of work completed at the same time.

Each Bidder may assume the proposed work will begin in August 2025, and that typical schedule exclusions apply (i.e. time for municipality reviews, owner reviews, weather delays, etc.). Construction shall start work within 30 days of contract and be complete at soon as possible due to funding opportunities. Deadline for completion of bid construction shall be August 2026.

TIME OF COMPLETION AND LIQUIDATED DAMAGES

Bidders shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time. Work is subject to liquidated damages. Amount of liquidated damages shall be \$300 per day for each day after contracted date of completion.

Value Engineering

Each Bidder is encouraged to propose alternate design options to the proposed Construction Document designs for both the site plans and building plans. Alternate design option may be based on each Bidder's unique qualifications, trade expertise, and/or available resources. Each proposed design alternate shall be described on the bid form with an estimated cost savings (deduct) to their Bid price.

Clarifications

Each Bidder is encouraged to examine the Construction Documents carefully, and no later than two (2) weeks before bids are due, make written request to the Architect/Engineer on the provided form for interpretation or correction of any ambiguity, inconsistency or error therein which he may discover. Any interpretation or correction will be issued as an Addendum by the Architect only to prime bidders represented on Mandatory Prebid Meeting sign-in sheet. Only a written interpretation or correction issued as an Addendum will be accepted. No Bidder shall rely upon interpretation or correction given by any other method. All Addenda will be mailed and/or emailed to each Bidders, but it shall be the Bidder's responsibility to make inquiry as to the Addenda issued. Addenda may be issued at any time, until one (1) week before bids are due. All such Addenda shall become part of the Construction Documents and all Bidders shall be bound by such Addenda, whether or not received by the Bidders.

Bid Bond, Performance Bond, and Payment Bond

Bid shall be accompanied by a Bid Bond from a surety company selected by the Bidder which is legally authorized to do business in Virginia in the amount of five percent (5%) of the amount of the bid. In lieu of a bid bond, a Bidder may furnish a certified check or cash escrow in the face amount required for the bond. Such bid guarantee shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid during the period of sixty (60) days following the opening

of Bids; that if his Bid is accepted, he will enter into a formal Contract with the Property Developer in accordance with the Form of Agreement included as a part of the Contract Documents, and that the Standard Performance Bond and the Standard Labor and Material Payment Bond will be given. Both a Performance Bond and a Payment Bond will be required, each in an amount equal to one hundred percent (100%) of the Contract Sum. In lieu of a performance bond and payment bond, a Bidder may furnish a certified check or cash escrow in the face amount required for the bond. If approved by the attorney of Property Developer after determining that the alternate form of security proffered affords protection to the Property Developer's equivalent to a corporate surety's bond, a bidder may furnish a personal bond, property bond, or bank or savings and loan association's letter of credit on certain designated funds in the face amount required for the bid, payment, or performance bond. And further, that in the event of the withdrawal of said Bid within said period, or failure to enter into said Contract and give said bonds within ten (10) days after he has received notice of acceptance of his Bid, the Bidder shall be liable to the Property Developer for the lesser of (i) the difference between the BID for which the bond was written and the next low BID, or (ii) the face amount of the bid bond. This amount represents the damage to the Property Developer on account of the default of the Bidder in any particular hereof.

The bid bonds will be returned to all except the three identified Bidders after the formal opening of bids. The remaining bid bonds will be returned after the Property Developer and the accepted Bidder(s) have executed the Contract and the Performance Bond and the Payment Bond have been delivered to the Property Developer.

If the required Contract and bonds have not been executed within (60) days after the date of the opening of the Bids, then the bid guarantee of any Bidder will be returned upon his request, provided he has not been notified of the acceptance of his Bid prior to the date of such request.

Withdrawal of Bids:

The procedure for withdrawal of bids shall be in accordance with procedure (i) of Section 2.2 - 4330 of the Code of Virginia. No Bid shall be withdrawn or modified after the scheduled closing time, except that a Bidder may withdraw their Bid if the price bid was substantially lower than the other Bids received due solely to a mistake therein, provided the Bid was submitted in good faith, and the mistake was a clerical mistake as opposed to a judgment mistake; and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of an Bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the Bid sought to be withdrawn. To exercise the withdrawal rights, the Bidder must give notice in writing to the Property Developer not more than two (2) business days following the scheduled closing time.

Qualifications of Bidders

Qualifications of Bidders will be required. Bidders must be licensed as a Class "A" contractor in the Commonwealth of Virginia. The Bidder's attention is directed to the Code of Virginia Chapter 11, Title 54.1 "Contractors". The Bidder shall place in the Bid with their signature their Class "A" Virginia Contractor License number.

Bidder's Presentations

This is a federally assisted project. Bidders and contractors performing work under this invitation to bid are bound by the requirements of President's Executive Order 11246 as amended by Executive Order 11375; Title VI of the Civil Rights Act of 1964; Section 109 of Title 1 of the Housing and Community Development Act of 1974, as amended; Section 3 of the Housing and Urban Development Act of 1968; the Immigration Reform and Control Act of 1986; the Davis-Bacon Act; the Copeland "Anti Kickback" Act; the Contract Work Hours and Safety Standards Act; and Public Law 100 202. "

The Bidder has investigated all required fees, permits, and regulatory requirements of authorities having jurisdiction and has properly included in the submitted bid the cost of such fees, permits, and requirements not otherwise indicated as provided by Property Developer.

The Bidder is a properly licensed Contractor according to the laws and regulations of the Town of Pulaski, Virginia and meets qualifications indicated in the Procurement and Contracting Documents.

All above referenced procurements will be made on a competitive basis. Town of Pulaski and Calfee CCC, LLC are Equal Opportunity Employers.

Rejection of Bids

The Property Developer expressly reserves the right to reject any or all Bids, to waive any informality or irregularities in the proposal received, and to accept that proposal which, in its judgment, best serves the interests of the Property Developer.

Sincerely,

WESTWOOD PROFESSIONAL SERVICES

A. Ryan Watson, Architect
Department Manager

Cc: Town of Pulaski, Grantee
Calfee CCC LLC, Property Developer
B&A file